

Position: Library Assistant (Full-Time)

**Duties:**

1. Plan and deliver outreach programming to pre-school and elementary age children.
2. Coordinate communication and promotion of library programs and services
3. Assist patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
4. Perform a variety of other duties to be assigned based on education and strengths.

**Required and Desired Skills and Background:**

1. College degree preferred.
2. Experience working with children.
3. Positive public service attitude, outgoing personality, attention to detail, ability to work in a team environment, willingness to learn, creativity.
4. Physically able to carry tote boxes and push carts of materials, climb stairs, crouch or reach to retrieve materials, use a keyboard.
5. Computer skills, including comfort with Microsoft Publisher and website maintenance software, dependable transportation.
6. Familiarity with organization and functions of the library.

**Terms:**

1. Full-time position (37.5 hours per week) including two evenings and possibly two Saturdays per month.
2. Starting pay is \$14.68 per hour.
3. Pro-rated amount of Paid Time Off upon start of employment.
4. Enrollment in the Indiana Public Retirement System.

**Position Availability:**

November 2016

**Application Procedures:**

1. Pick up application at the front desk at the library and return it back with a **letter of interest** and **resume** to the front desk or mail to: JCPL Attn: Eric Hinderliter 315 North Ship Street Portland, IN 47371.
2. Applications accepted until position is filled.